

FTC-V-1

System name:

Freedom of Information Act Requests and Appeals -- FTC.

Security classification:

Not applicable.

System location:

Federal Trade Commission, 6th Street and Pennsylvania Avenue, NW., Washington, DC 20580.

Categories of individuals covered by the system:

Individuals filing requests for access to information under the Freedom of Information Act (FOIA); individuals who, at the time the records are added to the system, are Commission employees assigned to consider the requests.

Categories of records in the system:

Letters to and from the requesting party and agency documents generated or collected during the consideration of the request.

Authority for maintenance of the system:

Federal Trade Commission Act; Freedom of Information Act.

Purpose(s):

To consider requests for access to records under the Freedom of Information Act; to determine the status of requested records; to respond to the requests; to incorporate historically valuable records into System VII-6, Information Retrieval and Indexing System; and to maintain records outlining the consideration given to the requests.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

In addition to the disclosures generally permitted under 5 U.S.C. 552a(b), and the disclosure provisions described in Appendix I of this notice, records or information in these records may be specifically disclosed pursuant to 5 U.S.C. 552a(b)(3) as follows, provided that no routine use specified either herein or in Appendix I shall be construed to limit or waive any other routine use:

(1) Request and appeal letters, and agency letters responding thereto, are available to the public

for inspection and copying.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Copies of request and appeal letters, and agency responses thereto, are stored in binders that are available to the public. Original request letters, appeal letters (if any), agency responses, and related internal memoranda, are stored in folders and on microforms in lockable file cabinets. Automated data stored on magnetic disks and tape.

Retrievability:

Indexed by name of requesting party and subject matter of request.

Safeguards:

Requests, appeals, and responses available to the public. Nonpublic, hardcopy records maintained in lockable file cabinets and access to computerized records, controlled by "user id" and password combination. Access restricted to personnel whose responsibilities require access.

Retention and disposal:

Records retained indefinitely.

System manager and address:

Supervisor, FOIA/PA and Correspondence Branch, Information Management & Dissemination Division, Federal Trade Commission, 6th Street and Pennsylvania Avenue, NW., Washington, DC 20580.

Assistant General Counsel for Legal Counsel, Federal Trade Commission, 6th Street and Pennsylvania Avenue, NW., Washington, DC 20580.

Notification procedure; record access procedure; and contesting record procedure:

See Appendix II.

Record source categories:

Individual about whom the record is maintained and agency staff assigned to consider the access request.

System exempted from certain provisions of the act:

Records contained in this system that have been placed on the FTC Public Record are available

upon request. However, pursuant to 5 *U.S.C.* 552a(k)(2), records in this system, which reflect records that are contained in other systems of records that are designated as exempt, are exempt from the requirements of subsections (c)(3), (d), (e)(1), (e)(4)(G), (H), (I), and (f) of 5 *U.S.C.* 552a. See § 4.13(m) of the FTC Rules of Practice, 16 CFR § 4.13(m).